



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RESOURCE RECOVERY WORKER I

Job Number: 20000431

Job Code: 10690V161016

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs routine duties for recovery of recyclable materials which includes the appropriate handling and security of confidential records (e.g., medical records, income tax records, and personnel records). Supervises inmates in a work environment; Provides routine assistance to agencies regarding the recycling program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in programs involving recycling materials will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must be twenty-one years of age. Must obtain GSP work supervisor training and sign agreement for the length of employment in this job title. Must maintain any required licensure (s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs routine duties for the recovery of recyclable materials on a regular schedule. Provides for proper handling and security of confidential records (e.g. medical records, income tax records, and personnel records). Supervises inmates in the work environment on a daily basis. Operates large trucks. Operates and performs routine maintenance on specialized recycling equipment and other warehouse equipment. Completes required documents such as chain-of-custody, vehicle logs, manifests, etc. Provides general assistance to agencies regarding recycling. Maintains organized work environment.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title must have the ability to lift up to 70 pounds and move recycling carts weighing up to 800 pounds. Operates equipment that requires standing, walking, and lifting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent in this job title work in a recycling center. Perform daily driving and operation of 20 ft. box truck in city traffic to pick up recyclable materials is required.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.